

# **IC 2001-1 TO AFI 31-201, SECURITY FORCES STANDARDS AND PROCEDURES**

**4 DECEMBER 2001**

## **SUMMARY OF REVISIONS**

This interim change (IC) 2001-1 stipulates changes in reporting lessons learned from HQ Air Force Security Police Agency to HQ Air Force Security Forces Center and changes references from security police to security forces. In addition, it changes the lessons learned requirements and updates references. A “★” revised material since the last edition.

★1.1. **Air Force Director of Security Forces (HQ AF/XOF).** Develops guidance for all security forces programs and manages and coordinates security forces equipment programs.

★1.2. **HQ Air Force Security Forces Center (HQ AFSFC).** Provides Air Force commanders with guidance on implementation of security forces programs.

★2.5. **Corrections.** Security forces units administer and operate all Air Force corrections facilities and are responsible for the security of inmates. This includes facility security, work detail supervision, hospital prisoner ward security, and transient prisoner security. Security forces personnel perform corrections-related duties.

★4.4. **Resources and Equipment.** HQ AFSFC/SFOR identifies and evaluates commercially available and government-developed equipment necessary to support service-wide needs for security forces personnel. SFOR:

★4.8.1. As a minimum, mark all security forces vehicles on the driver and front passenger doors (vehicles marked IAW T.O. 36-1-3 meet this requirement). The markings may be magnetic or permanent-mount type. Each sign will have “Security Forces” printed in black or ultramarine blue letters on a reflective white background. Lettering is a minimum of 3 inches in height. Units may use a magnetic 18 inch or larger security police shield replica instead of the “security forces” sign. 911 or other emergency notification procedures may be magnetically or permanently affixed as well.

★5.6. **Defender Challenge.** Defender Challenge is an annual security forces skills competition sponsored by HQ USAF/XOF. Representative teams from MAJCOMS, ANG, USAFR, United States Air Force Academy, 11<sup>th</sup> Wing, and selected allied countries compete in physical endurance, marksmanship and combat-related events.

★7.1.4. For minor offenses, release civilian offenders to their military sponsor. If they do not have a military sponsor, release them to a relative, friend or on their own recognizance.

★7.1.6. Release military personnel to their first sergeant. If the first sergeant is not available, release military personnel to their commander. If these individuals are not

available, the individual will be released to an individual who is an E-7/MSgt or above and is at least one grade higher than the individual being receipted for.

#### 7.6.3.2. DELETE.

★7.6.4. Firearms. Security forces routinely bear firearms in the performance of duties. AFI 31-207 contains specific criterion for their authorization and use. When responding to an incident where security forces may meet an armed adversary, SF personnel will place their firearm in the ready position. Use realistic and safe exercises to develop the sound judgment required in situations that may involve the use of deadly force. Supervisors and exercise participants must follow the safety considerations outlined in AFI 31-207.

#### 8.6.2. DELETE

★9.7.1. A Security Forces Desk Blotter (AF Form 53) entry or an Incident Report (AF Form 3545) that reflects a theft or complaint and prepared by the installation where the offense occurred serves as source documents for entries.

★10.4.2. HQ USAF. HQ USAF/XOF and IG develop policies and procedures for hostage situations.

★12.3. **The Resources Protection Connection.** The Air Force Crime Prevention Program, by design, complements and works with AFI 31-101, *The Air Force Installation Security Program*. Achieve the goals of both programs through active participation of the total Air Force community.

★12.4.1. Program Manager. The Crime Prevention Program is a function of the Police Services Branch. The CSF selects an individual to manage resources protection and crime prevention functions. CSFs focus resources based on the installation's requirements. The NCOIC, Police Services Branch, should attend course WCIP07A-Resource Protection/Crime Prevention Theory, Practice and Management - PDS Code 1F2.

★12.4.3.8. Provide crime prevention statistics, rates and trend analysis to members of the Installation Security Council (ISC). Implement programs identified by the ISC.

★13.2.12. Incidents Resulting in Significant Loss of Security Forces Manning. Incidents such as drug incidents where 5 or more security forces personnel are involved.

★13.3. Reporting Requirements. Security forces commanders analyze significant incidents occurring on the installation and will provide lessons learned on incidents listed in paragraph 13.2. above, using the security forces lessons learned format in attachment 5 of this AFI. Provide the final lessons learned product within 60 days of the incident to the servicing MAJCOM/SF. MAJCOM police services points of contact forward a copy of the lessons learned to HQ AFSFC/SFOP within 90 days of the incident.

★14.2. **AF Form 53, Security Forces Desk Blotter.** Use this form to record a chronology of security forces activities during a shift. Security forces blotters often contain sensitive investigative or Privacy Act information and must be controlled. Restrict distribution of this form (paper and electronic) to the direct chain of command and key agencies such as AFOSI and SJA. Wing commanders determine who may receive the blotters; however, at no time should a blotter be distributed below group level.

★14.14. **AF Form 3545, Incident Report.** The use of the AF Form 3545 is mandatory for all incidents which are reportable under the Defense Incident Based Reporting System (DIBRS). For additional information refer to AFI 31-203, *Security Forces Management Information System (SFMIS)*. Use this form to record facts about an incident or complaint for the proper military authority. Include in the report all available facts, names of personnel involved and a summary of the initial on-scene investigation. When completed, send the form to the security forces Administration and Reports Section for processing.

## ★Attachment 5

### SECURITY FORCES LESSONS LEARNED FORMAT

1. Submitted by: List squadron commander's name, grade, unit of assignment, installation, POC and POC's DSN telephone number.
2. Operation/Event Name: The formal name of the military operation or a brief description of the event: RESTORE HOPE in Somalia from 5 August to December 1993, or Use of Deadly Force, Andrews AFB, MD, 2001
3. Keywords: Critical terms specific enough to facilitate a subject matter automated search. Example: law enforcement, use of deadly force.
4. Title: Name of the incident. Example: murder of an SF/robbery.
5. Observation: A precise, factual description of the entire incident in narrative format. This section should include background information on the subject.
6. Discussion: A critical review of the procedures used and actions accomplished during the incident. The intent is to highlight potential problem areas so readers can prevent similar mistakes or to prompt a review of appropriate policy or procedures.
7. Lessons Learned: A synopsis of a "better way" or a "best business practice" to handle similar future events.
8. Recommended Action: Use this section to outline suggested review actions by higher headquarters.
9. OPR Comments: This is an open area designed for the OPR to add additional appropriate comments.